

## Please follow the instructions below to modify Core Fields of a student in MSDS (Name, Date of Birth, Gender)

If it is necessary to update a student's Core Fields between General Collections, you can use the Request for UIC or Student Record Maintenance (SRM) Collections to make the changes using the steps below. If there is no immediate need, perform this in the next General Collection using the same method. *These changes should be made only after the district has become the PEPE of the student. Any changes to Core Fields made prior to becoming the PEPE will not be reflected in the Student Details or Student Search results.*

### Navigate to the Data Staging Area in MSDS:

1. Log into MSDS: <https://sso.state.mi.us/>
2. On the left-hand menu, click "Student Data Submission."
3. Click "Data Staging Area." (Image 1)
4. On the Data Staging Area screen, enter your district code in the "Submitting Entity" field.
5. Set the "Collection" field to the collection you wish to work in.
6. Leave the "Certification Status" menu as is.
7. Click "Filter."
8. The collection will appear below the menu settings area. Click on the name of the collection to enter the Staging Area Detail screen.

Image 1: Navigate to the Data Staging Area

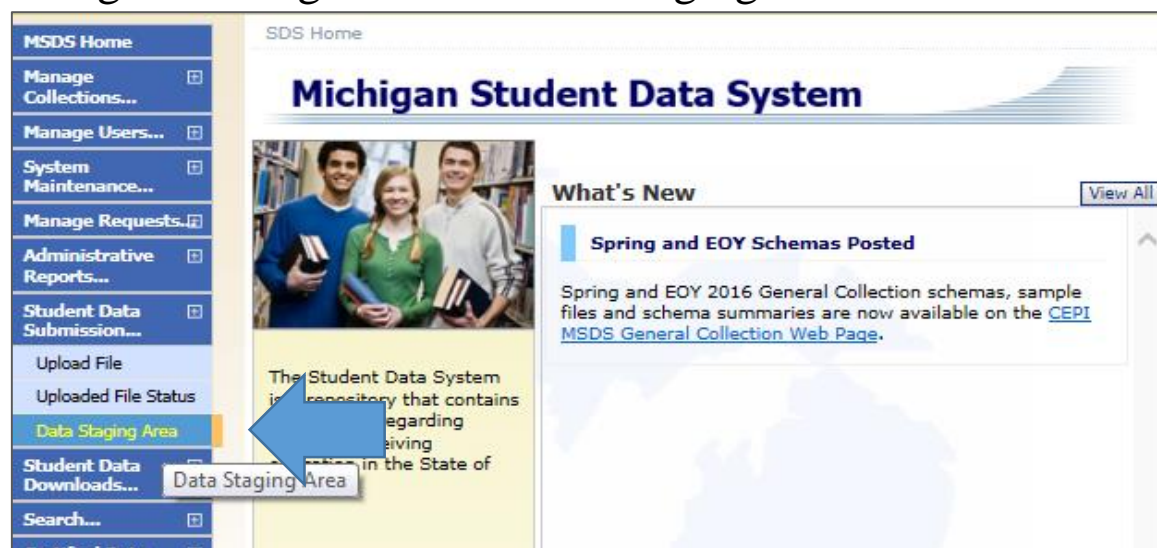


Image 2: Adding the student to the collection



### Add the student to the collection and modify:

1. Near the bottom of the screen, click the "Search/Add" button located near the bottom half of the Staging Area Detail screen.
2. Enter the UIC of the student into the "UIC" field.
3. Click "Filter."
4. When the student appears in the search results, click "Select Student." (Image 2)
5. Click "Submit/Go to Details."
6. Fill out any required component information (if applicable).
7. Make any changes to the Core Fields that apply. (Image 3)
8. Click "Submit."
9. Certify the collection (if applicable).
10. Changes are now visible in the Staging Area Detail screen. (Image 4) If collection is certified the changes will also be visible in the Student History.

Image 3: Making the change(s)

Image 4: Changes are visible in Staging Area Detail screen

School Facility #	User Notes	UIC	Last Name	First Name	Gender	Date of Birth	Validation Status	Resolution Status	Certification Date
01222							Error Free with Warnings	Match Found	1/5/2016 8:49:04 AM
01222							Error Free with Warnings	Match Found	12/21/2015 10:48:48 AM
01222							Error Free with Warnings	Match Found	12/21/2015 10:52:17 AM
01222							Error Free with Warnings	Match Found	12/21/2015 10:48:48 AM
01222							Error Free with No Warnings	Match Found	1/5/2016 8:49:04 AM
01222							Error Free with No Warnings	Match Found	1/5/2016 8:53:50 AM
01222							Error Free with No Warnings	Match Found	1/5/2016 9:19:27 AM
01222							Error Free with No Warnings	Match Found	1/5/2016 8:49:04 AM
01222		4420857082	Smith	Johnnie	M	01/01/2003	Error Free with No Warnings	Match Found	1/6/2016 8:50:52 AM